



## BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-8579.*

**Position:** (7222)  
Staff Services Manager I  
(Specialist)

**Position #:**  
917-190-4800-XXX

**Salary Range:**  
\$6124 - \$7608

**Issue Date:**  
November 21, 2019

**Contact:**  
Elizabeth Stevenson-White  
(916) 341-6891  
Elizabeth.Stevenson-  
White@bscc.ca.gov

**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
December 6, 2019

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit application package electronically via CalCareers or to the address below:**

STATE CONTROLLER'S OFFICE  
Human Resources  
ATTN: Classification Unit – CN  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-190-4800-XXX. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

*Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

*All types of appointments will be considered, including but not limited to, T&D Appointments.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

### **Scope of Position:**

Under the general direction of the Chief Fiscal Officer (CFO), an Accounting Administrator II, the Staff Services Manager I (Specialist) is responsible for budget activities, including the development, formulation, organization, coordination, administration and implementation of budget policy and procedures for the Board of State and Community Corrections (BSCC).

### **Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- Oversees and manages the review and development of the Governor's Budget for BSCC programs by creating baseline budgets, providing review, analysis and recommendations on the formulation of Budget Change Proposals (BCPs) and fiscal analyses, writing BCPs, developing work plans and schedules for programs to submit fiscal information, and participating in budget meetings and hearings with the Department of Finance (DOF), Legislative Analyst's Office (LAO), and Legislature. Manage, plan, schedule, review, and coordinate the BSCCs budget to ensure the Governor's budget and all BCPs are consistent with DOF policies and procedures, and to ensure that critical deadlines are met. Provides budgetary training to departmental staff as needed and ensures fiscal assignments are completed in an accurate and timely manner.
- Oversees, prepares, develops and monitors BSCC's budget, consisting of state and federal funds, by documenting, compiling, analyzing, reviewing and reconciling monthly and quarterly budget reports. Ensures the BSCC operates within budgeted levels and complies with any restrictions or limitations enacted by the Legislature or required by federal grantors. Consults with and presents fiscal analyses and recommendations to the CFO for department briefings. Serves as a lead to the Associate Budget Analyst (ABA). Ensures accurate and timely reporting for all internal and external budget drills and requests for information from the DOF, LAO, Legislature, State Controller's Office, federal grantors, etc.
- Oversees all fiscal impacts to the BSCC by reviewing all statutory, regulatory, budgetary and public reports that have potential fiscal impacts. Presents fiscal

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 10/17*



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analysis for department briefings. Provides accurate information and reporting to the Governor's Office. Ensures accuracy and compliance with DOF and Governor Office guidelines, and administrative and legislative policies. Creates a Fiscal Desk Manual. Develops, writes, and distributes internal fiscal policies and procedures.

- Manages and monitors BSCC programs for fiscal compliance and other administrative controls by working to identify and resolve problem issues, reviewing and making recommendations regarding action on proposed increases, reductions and redirections of program budgets to ensure the CFO can provide recommendations of approval or denial to BSCC Executive Management.
- **Other duties as required:** Responsible for various other finance related analytical tasks associated with supporting the BSCC's budget activities.